

Fiscal Analyst 1

\$2,697 - \$3,503 per month (Range 40) plus great benefits!

Agency Information

The Department of Corrections is seeking highly motivated and qualified individuals for Fiscal Analyst 1 position(s) in the Accounts Payable Unit at Headquarters in Tumwater, WA. This recruitment is for current and anticipated openings within the next 30 days.

THIS RECRUITMENT IS FOR PERMANENT DOC EMPLOYEES ONLY

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 9,100 staff and has a biennial budget of approximately \$1.8 billion.

DOC offers:

- > Hundreds of rewarding and exciting careers
- > Flexible schedules
- > Comprehensive compensation packages
- > Training and development opportunities
- > Tuition reimbursement
- > For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

The essential function of the position is to process payments for the Agency, primarily in the area of interagency contracts, agreements, and billings and/or travel. As an entry level fiscal analyst, this position is responsible for following established controls and maintaining existing procedures to ensure efficient and effective disbursements processing and maintenance of the disbursement and financial reporting system for the DOC Accounts Payable Unit.

Qualifications

Required qualifications:

- > High School diploma or equivalent.
- > Two years of office experience OR equivalent education/experience.

The ideal candidate will be well organized, accurate and attentive to detail. Excellent communications and public relations abilities. Strong typing and computer application skills. Ability to assist and support others. Able to operate telephone, PC, copier, and other basic business machine. Ability to establish effective work methods.

Desired qualifications:

- > Bachelor's degree, which includes at least 18 quarter or 12 semester hours of accounting, auditing or budgeting from an accredited institution who accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA), or a foreign equivalent AND two years of relevant professional experience. Professional experience may substitute for education but not usually for the credit hours.

The ideal candidate will be tolerant to stress by effectively handling highly stressful or adverse situations, making good decisions, working calmly and accurately and helping to calm others. Must have high level

of integrity and ethics. The ability to effectively express and convey ideas and information appropriate to both the complexity of the topic and the knowledge and understanding of the audience.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Application and Profile" link from the www.careers.wa.gov.

- > All Department of Corrections' employees are fingerprinted for a criminal history background check.
- > This position is included in a Union Shop that requires employees to become members within thirty (30) days of employment and pay union dues.
- > All DOC facilities are smoke and/or tobacco free.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitsummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please call Janet Chapman at (360) 725-8405.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020387* and click on Start Search.
5. Click on the link Fiscal Analyst 1, Tumwater, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.

8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.

9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.

10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.